



STATE
OF
GEORGIA

Application for
RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date Aug 27, 1973	INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.	FOR RECORDS MANAGEMENT DIVISION USE	
2. Agency Application No. DVR/DDU-1		Date Received AUG 28 1973	Application No. 73-495 Date Completed SEP 17 1973
3. AGENCY, Division, Subdivision & Administering Office Address Department of Human Resources Division of Vocational Rehabilitation Disability Determination Unit 1 West Court Square, Decatur, Ga. 30030		4. Person to Contact Mr. William Jenkins	
		5. Working Title Director, DDU	6. Tel. No. 656-6218

7. ACTION REQUESTED

☒ ESTABLISH DISPOSITION STANDARD;
RECORD WILL CONTINUE TO ACCUMULATE. ☐ DISPOSE OF PRESENT ACCUMULATION;
NO FURTHER ACCUMULATION ANTICIPATED.

8. Earliest & Latest Dates of Series 1971 - date	9. Exact Series Title DISABILITY & SUPPLEMENTAL SECURITY INCOME DETERMINATION FILES
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10. What is the function of the office in which this record series is created?

The Division of Vocational Rehabilitation is responsible for supervising and directing the programs in the State which involve the training of non-productive members of society to become productive members of Society to include the screening and counseling of clients (Field Service Section); the administration of rehabilitation facilities (Rehabilitation Facilities Section); the administration of special programs involving Social Security Trust Fund, Disability Determination, and Business Enterprise (Special Services Section*); and the planning and coordination of the Division (Program Coordination & Development Section).

*The Disability Determination Unit carries out the Federal/State agreement under which the State makes disability determinations and supplemental security income determinations on all Georgia applicants who apply for Social Security Disability or Supplemental Security Income under Title II and XVI of the Social Security Act.

11. This file contains the following documents (include form numbers and titles, if any, and file arrangement).

Documents relating to the determination of degree of disability and/or eligibility for supplemental security income payments under Titles II and XVI of the Social Security Act.

Included are: Copies of determination and supporting papers indicating actions taken to make final determination.

The file is arranged chronologically by month in which determination is made and thereunder alphabetically by claimant.

ATTACH SAMPLES OF THE FILE

12. EQUIPMENT OCCUPIED	No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	No. of Drawers Cu. Ft. of Records			
Letter-size File Drawers	230	345		250		375	
Legal-size File Drawers			Floor Space Occupied (Square Feet)	In Office(s)		In Storage Area(s)	
				This Year's	Last Year's	Preceding Year's	All Prior Years'
			AVERAGE DAILY REFERENCES	100	50	15	---

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain.

YES NO

13. Is this the Record Copy of the series? [] [X]
14. Is there a duplication of this series in another office or agency? Once final determination is made, record copy of the determination is sent to Federal authorities. [X] []
15. Is the information contained in this series ever summarized or published? [] [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? [] [X]
17. Does the series initiate, amend or terminate agency policies and procedures? [] [X]
18. Could the function be performed if the files were lost or destroyed? [] [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? [] [X]
20. Does the record series provide data as input to an EDP file? [] [X]
21. Does the record series contain documentation produced as EDP printout? [] [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? [] [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? [] [X]

24. REQUIREMENTS. The following requires the files to be kept 18 months ~~xxxxx~~:

a. [] STATE LAW b. [] STATUTE OF LIMITATION c. [] AUDIT PERIOD d. [] FEDERAL LAW e. [X] ADMINISTRATIVE DECISION f. [] HISTORICAL VALUE

(Cite Law, Statute, or other reason for the retention requirement)

Experience factor indicates that any appeal or determination is most apt to be made within 18 months after determination.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each - [] CALENDAR YEAR - [] FISCAL YEAR - [X] OTHER see below, then:

- [] Hold in the current files area _____ month(s)/ _____ year(s):
- [] Transfer to [] State Records Center [] Local Holding Area; hold _____ year(s):
- [] Destroy.
- [] Transfer to State Archives for permanent retention.
- [] Destroy immediately after cut-off.

[X] Other: (Specify) Upon determination (closure) of a case place all papers in the inactive file; then cut off the inactive file at the end of each calendar month and hold in Local Holding Area 18 months; then destroy.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature) <i>William G. [unclear]</i>		Date <i>8-7-73</i>	OTHER REQUIRED SIGNATURES	DATE
26. Recommendations in paragraph 25 are:		Agency Head/Designee [X] Approved [] Disapproved	<i>William G. [unclear]</i>	<i>8/27/73</i>
		State Auditor/Designee [X] Approved [] Disapproved	<i>William M. [unclear]</i>	<i>9-13-73</i>
STATE RECORDS COMMITTEE		Secretary of State/Designee [X] Approved [] Disapproved	<i>Carroll [unclear]</i>	<i>9-11-73</i>
		Attorney General/Designee [X] Approved [] Disapproved	<i>[unclear]</i>	<i>9-13-73</i>